

PETERBOROUGH PUBLIC HEALTH

Organizational

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-342	Title: Medical Officer of Health Selection
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2013-04-13
Signature: <i>Original signed by Board Chair</i>		Author: Medical Officer of Health
Date (YYYY-MM-DD): 2020-06-10		
References: Guide to Medical Officers of Health (MOH), Associate MOH and Acting MOH Appointments, Ministry of Health and Long-Term Care, May 2015 (<i>available upon request</i>)		
Forms:		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

POLICY

Objective:

To establish a formal system for the recruitment and selection a Medical Officer of Health.

Policy Statement:

Peterborough Public Health recognizes the basic principles inherent in the Human Rights Code that illustrate the inherent dignity and worth of every person, and to provide for equal rights and opportunities without discrimination. All employment decisions will be based on the applicant's ability to do the job and not on factors that are unrelated to the job.

1. The hiring process for a Medical Officer of Health will be the responsibility of the Board of Health with assistance from the Director of Operations (DO).
2. The Board is responsible for assuring that the employee possesses all the qualifications, knowledge, skills, and abilities required to perform the duties of the position.
3. Qualifications for Boards of Health staff can be found in Regulation 566, of the Health Protection and Promotion Act, R.R.O 1990.
4. Selection of the successful candidate(s) will be responsibility of the Board of Health.

The Board of Health will be bound by the Health Protection and Promotion Act, R.S.O. 1990, with respect to the hiring of Board of Health staff as follows:

Medical Officer of Health

Section 62:

1. Every Board of Health,
 - a. shall appoint a full-time Medical Officer of Health; and
 - b. may appoint one or more Associate Medical Officers of Health of the Board of Health, R.S.O. 1990, c. H.7, s.62.

Vacancy

2. If the position of Medical Officer of Health of a Board of Health becomes vacant, the Board of Health and the Minister, acting in concert, shall work expeditiously towards filling the position with a full-time Medical Officer of Health, 2002, c.32, s. 171.

Eligibility for Appointment

Section 64:

No person is eligible for appointment as a Medical Officer of Health or an Associate Medical Officer of Health unless,

- a. he or she is a physician;
- b. he or she possesses the qualifications and requirements prescribed by the regulations for the position, and
- c. the Minister approves the proposed appointment, R.S.O. 1990, c. H.7, s. 64.

Chief Medical Officer of Health May Act Where Risk to Health

Section 77.1:

3. For the purpose of section 77,1, subsection 1, the Chief Medical Officer of Health,
 - a. may exercise anywhere in Ontario
 - i. any of the powers of a Board of Health, including the power to appoint a Medical Officer of Health or Associate Medical Officer of Health (acting) and
 - ii. any of the powers of a Medical Officer of Health.

PROCEDURE

1. Posting of the position:
 - 1.1. When a vacancy arises, the Board will determine the nature and placement of advertisement (i.e., internal/external, local, out-of-town, professional journals/ newsletters, etc.).
 - 1.2. The DO will draft the advertisement and send to the Board for approval.
 - 1.3. The DO and Board to finalize dates for posting, closing, and reviewing applications.
2. Selection of Applicants:
 - 2.1. An interview committee will be established by the Board consisting of no fewer than 2 interviewers.
 - 2.2. The committee will screen applications.
 - 2.3. The DO will contact candidates to arrange interviews.

3. The interview process:
 - 3.1. The committee formulates questions and format of interviews.
 - 3.2. Interviews may include the following:
 - 3.2.1. Rating system
 - 3.2.2. Position specific testing
4. Interview follow-up and selection of successful applicant:
 - 4.1. References may be asked for at any time during the selection process.
 - 4.2. References will be checked by the DO.
 - 4.3. The DO will summarize candidate's scores from the rating sheet or testing (if applicable) and present to the committee.
 - 4.4. The committee will discuss and a decision will be reached and referred to the Board for ratification.
 - 4.5. The DO will be responsible for follow-up and offer of employment.
5. Expenses
 - 5.1. Expenses will be considered on a case-by-case basis and must be approved by the Board.

Review/Revisions

On (YYYY-MM-DD): 2013-04-13

On (YYYY-MM-DD): 2015-06-10

On (YYYY-MM-DD): 2017-09-13

On (YYYY-MM-DD): 2020-06-10